You can get to these reports by going to PeopleSoft>Campus Solutions People Tools>Reporting Tools>Query Viewer and put in the report name. You will need the **UF_SA_COURSEFEE_QUERY** role in order to access these reports.

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**WHEN ASKING QUESTIONS ABOUT SECTION EXCEPTIONS WHICH REPORT SHOULD I USE?**

**UF_MSEUF_SECTION_EXCEPTIONS**
Tells you the course and class (section) that the fees for M&S or Equipment Use Fees have been removed, the term, eForm #, form status and who originated the request.

**WHEN ASKING QUESTIONS ABOUT MATERIAL & SUPPLY FEES WHICH REPORT SHOULD I USE?**

**UF_MS_FORM_STATUS**
Tells you all of this information by college, department all of the Material that has been requested as well as the status of your forms.

What forms have I submitted? What is their status? What is the projected annual enrollment, assessed credit hours, projected revenue? What form did I submit this course fee on? What is the status of my forms? Do I have anything pending?

**UF_MS_SUPPLIES_COURSE**
What items is my college/department planning to buy? Can I consolidate my purchases to take advantage of discounts? How much do I have projected to spend on a certain item? What courses will be charged for “copy paper”?

**UF_MS_STRATEGIC_PURCHASING**
Subtotal this report to give you a look at the purchases that your college or department is planning to purchase for the term and which courses you can charge.

What Material & Supply items can I buy for a certain course? What are all of the items that I listed on my forms?
**UF_MS_SUPPLIES_ACADORG**
Lists the items to be purchased by course to include the fee charged each student.

**UF_MS_SUPPLIES_COURSE**
Lists the items to be purchased for a specific course to include the fee charged each student.

**WHEN ASKING QUESTIONS ABOUT EQUIPMENT USE FEES WHICH REPORT SHOULD I USE?**
What equipment is associated with a specific course for a specific term?

**UF_EUF_FORM_LOOKUP**
Allows a quick look up to list that tells you the equipment, assessed credit hours and the fee charged.

**What forms have I submitted? What is their status?**
What equipment is included in the Equipment Use Fee? What is the projected annual enrollment, assessed credit hours, projected revenue? What form did I submit this equipment on? What is the status of my forms? Do I have anything pending?

**UF_EUF_FORM_STATUS**
Tells you all of this information by college, department all of the equipment that has been requested as well as the status of your forms.

**What equipment am I charging this course for? What equipment is included in the deptflex?**
What courses are being charged for this equipment? I’m paying my p-card charges – is this equipment really on the list for approved purchases? How much should I estimate I will collect for this piece of equipment this year?

**UF_EUF_REVENUES_ACADORG**
Put in your Academic Org XXXX% and term. The report gives you a list of the equipment by deptflex, showing you the course and the projected annual revenue by equipment as well as the form that is associated with the equipment.

**What if I want to know this information for just one deptflex?**

**UF_EUF_REVENUES_FLEX**
Enter the deptflex and term. This report gives you a list of the equipment in that one deptflex, showing you the course and the projected annual revenue by equipment as well as the form that is associated with the equipment.

**What equipment is included in this one deptflex? What courses are being charged for this equipment?**

**UF_EU_REVENUES_DEPTFLEX**
The report gives you a list of the equipment by a single deptflex, showing you the course and the projected annual revenue by equipment as well as the form that is associated with the equipment.